

July 28, 2015

A work session of the Council of the Town of Bedford, Virginia, was held in the Council Hall of the Municipal Building at 5:30 p.m., July 28, 2015.

Members present: Mayor Robert T Wandrei; Councilman Tim Black; Councilman Robert D. Carson; Councilman Stacey L. Hailey; Vice Mayor Steve C. Rush; Councilman Beckham A. Stanley (arrived at 5:43 p.m.) and Councilman James A. Vest

Members absent: None

Staff present: Town Manager Charles P. Kolakowski; Town Attorney W. W. Berry, IV; and Clerk of the Council Teresa W. Hatcher

Mayor Wandrei opened the meeting.

Sonia Jammes, Finance Director, reviewed various financial items: the auditors will start on August 10 – August 27; the rollovers and reappropriations have been moved to the August 11 agenda because a public hearing is required; staff met with Ted Cole of Davenport & Company regarding some refinancing on the general fund and the electric fund and recommended that Council meet once the AMP Ohio information on refunding is available and decide which is the best to go with; explained that Council had received a snapshot of each of the Town's bonds; she will contact the Electric and Finance Committees when the AMP proposal comes in to schedule a meeting to review the proposal; this past fiscal year the Cemetery Perpetual Care Fund earned a total of \$21,605 in interest – the Town is allowed to draw that interest off and transfer that into the General Fund to cover operating expenses related to cemetery work, labor costs and maintenance; the Finance Department is currently in negotiations with Forte Merchant Services to provide the ability for customers to pay via credit card over the counter.

Councilman Stanley arrived at 5:43 p.m.

Ms. Jammes continued reviewing various finance items: the Town received two wire transfers this past month - one for the Fire Department from Bedford County in the amount of \$25,000 per the reversion agreement and the additional wire transfer received was the first quarter per call in the amount of \$23,300 - in the reversion agreement Bedford County will pay quarterly for the number of calls the Town Fire Department has run for the County; the Centertown project is on the precipice of being able to be started; the VDOT paving is supposed to be completed on Wednesday and line painting is currently being done and is to be completed by Friday; the sign on Rt. 221 should be fixed and up on August 12; still in communication with AMP Ohio on the electric front.

The Town Manager said that the AMP Ohio Board of Directors met and extended the deadline on the solar to the beginning of October.

Ms. Jammes said she provided Council with a few other documents: synopsis of the bank accounts as of July 1, 2014, and compared them to how the Town ended up Fiscal Year July 30, 2015; explained restricted funds; synopsis of consultant's fees paid out in FY 15; and the Simple Income Statement.

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Ms. Jammes reviewed the Finance Report. She said the year-to-date financials are unaudited.

Councilman Vest said he sent an email to Council on July 15 requesting that Council start working on a vision for one year, five years, and ten years and had hoped it would have been on the agenda for this work session. He asked the Mayor to add it to the agenda.

Mayor Wandrei said it would be best to add it to the next work session.

Town Manager Kolakowski said the primary purpose of the work session is to go over details and specific projects. Mr. Kolakowski said more extensive time needs to be scheduled for Council to focus in on some strategic planning.

The Town Manager said there is a request from Main Street for Council to commit a portion of the matching funds required for a grant application to the State. The entire grant would be a \$50,000 grant – 50% from the State and 50% from local entities. Mr. Kolakowski said this item was on the agenda of Council's regular meeting.

Mr. Kolakowski explained the Property Maintenance Code proposal. He said there is a need to update the Property Maintenance Code to address issues beyond what the current Code allows.

Town Attorney Berry explained that the Virginia General Assembly has authorized the Virginia Board of Housing and Community Development to adopt a uniform code that is applicable to all jurisdictions. Mr. Berry said the code consists of three parts: construction of new buildings; Virginia Rehabilitation Code; Property Maintenance Code. Mr. Berry explained the ordinances that should be adopted. The Town Attorney said the appropriate ordinances will ready at the next Council meeting. Mr. Berry said that Troy Bowyer meets all of the qualifications for the position.

Mayor Wandrei said this item will be on the agenda of the next Council meeting.

Mr. Kolakowski explained that the Community Development Block Grant Program is designed to address more major issues than would be addressed, for example, under the Main Street Program being applied now. This would address entire neighborhoods or town wide. The program would be geared towards certain areas of town where there is a predominance of low and moderate individuals where there are issues of deteriorating situations to upgrade housing, improve infrastructure, parks, public facilities depending on what is identified is the major need.. Mr. Kolakowski suggested reaching out to the public and getting input as to what they see as important issues that need to be addressed. The Community Development Committee could work on an outline for it and have further discussion with Council at the next work session.

The Town Manager said about 330 responses were received from town residents on the Dog Park Survey – 220 have shown support and 89 said no. He said there is interest in some sort of facility. Mr. Kolakowski said that perhaps the next step would be for Mr. Warner to reach out to some of the people in the particular neighborhood that is being proposed and find out more details of what is being proposed. Mr. Warner explained

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some of the methods he may use in researching including working with the Planning Commission.

Councilman Carson suggested that the kids park be looked at too as it is torn up, unsafe for the kids, and the picnic tables are split. The Councilman said that before having dog park new equipment should be installed for the kids.

Councilman Stanley announced that there will be a clean-up day with the Rotary Club on September 19 from 8:00 a.m. until 12:00 noon and invited members of Council to attend.

The Mayor asked the Town Manager to provide a summary of the responses from the survey. Mr. Kolakowski said the summary is being prepared.

The Town Manager said the Streetscape Improvement Project has been in the planning for a long time. The latest bid (3rd set of bids) has finally gotten the bid amount somewhat close to the budgeted amount. Mr. Kolakowski said the bid amount was \$530,882 and the budgeted amount was \$524,680 after several changes and deletions from the project including some of the drainage issues on the western side of Burks Hill Road. It is recommended that another downtown project (the crosswalk improvements) be consolidated with the Centertown Improvement Project in order for this to proceed with sufficient funds. The funds are in the budget.

Councilman Vest stated the Finance Committee met and recommends that Council proceed with the program.

It was the consensus of Council for the project to move forward.

The Town Manager said an issue had come up with a space in the Electric Department being used as a Magistrates Office. Mr. Kolakowski suggested that the Chief of Police and he be authorized to address this particular issue.

Councilman Stanley disagreed with the Town Manager and said this was an issue that has become of public concern. Mr. Stanley said he had received calls from judges and law enforcement officers encouraging him to encourage Mr. Kolakowski to allow the Chief Magistrate to remain in her office. Councilman Stanley encouraged Council to look at the good will that Council has the opportunity to put forth in a space that is otherwise not going to be used.

Town Manager Kolakowski said what he was suggesting is that he and the Chief look at this issue in a fashion that it needs to be addressed at – not to say no, not to say yes – but to work with people – not with any preconceived notion. Mr. Kolakowski requested that Council allow he and the Chief to do what they are supposed to be doing on these types of issues.

After a brief discussion, the Mayor asked Mr. Kolakowski to report back at the next regular meeting.

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Town Manager Kolakowski stated that purchasing policy limits have come up a number of times from department heads requesting the idea of increasing the current outdated purchasing policy limits as they tend to create inefficiencies in purchasing, limit the ability of local vendors to participate in the process, and delay acquisitions. Mr. Kolakowski said the policy needs to be updated for the financial levels and the amount of money that is allowed to be purchased under the different criteria. Rather than amend the policy once and then revise the rest of the policy, Mr. Kolakowski said he was asking the staff to get together this week to review the policy as a whole and to report back to the Finance Committee for its recommendations in order to post the ordinance and have it adopted or at least considered at the next Council meeting.

The Mayor said he did not see that it was imperative for Council to act on this at the next meeting.

The Town Manager announced that there will be no meals served at the work sessions.

Vice Mayor Rush asked if the KBBC logo is the property of the Town.

D. W. Lawhorne said the logo is the property of the Town.

Upon questioning by the Vice Mayor, Mr. Lawhorne said that Councilman Stanley handles the Twitter account.

Councilman Stanley said he is the Council liaison to the KBBC and explained his use of the logo.

Mayor Wandrei said he hoped Mr. Stanley would not use the KBBC logo on any other communications.

Discussion ensued regarding the hours at the recycling center.

The Mayor asked about the result of closing down the dumpster site. Mr. Lawhorne said a lot of phone calls have been received about the closing with only one incident of abuse. Mr. Lawhorne said a person dumped a truck load of trash, he called the police, and the person was a County resident. The Chief of Police said the person will be prosecuted.

Councilman Vest asked for a Middle School Committee report that would include when the new Middle School will be built.

Councilman Vest said that he and Councilman Hailey attended a meeting concerning the Middle School regarding the problems they have with the children after school and also the homeless situation.

Mayor Wandrei adjourned the meeting at 6:52 p.m.